



Publication 1345N-MeF

Nebraska Handbook for Electronic Filers of Individual Income Tax Returns

Tax Year 2014

Be sure to get other electronic return originator (ERO) materials from the [Department's website](#). Also find up-to-date information about the Nebraska e-file program, or download additional copies of this booklet, as well as other forms, files, and publications that will assist you with e-filing Nebraska returns for your clients.

Table of Contents

CHAPTER	TOPIC	PAGE
	Electronic Filing Calendar.....	3
1.	Overview.....	4
	Modernized e-File (MeF)	
	Changes for Tax Year 2014	
	Required Forms and Documentation	
	Publications and Other E-file Information	
	Preventing Errors on the State Return	
2.	Application and Participation	6
	Tax Preparer Participation	
	EROs and Paid Tax Preparers	
	Transmitters	
3.	MeF Implementation.....	8
	MeF and National Standards	
	MeF Phased In by the IRS	
4.	Contents of the E-Return.....	11
	The Electronic Return	
	Contents of the MeF Electronic Return	
	The Non-electronic Return	
	IRS and State Data Consistency Validations	
5.	Acknowledgments	14
	MeF Acknowledgments	
	Information Provided in the Full MeF Nebraska Acknowledgment	
	Unlinked Transmissions	
	Missing Acknowledgments	
	Conversions to Paper Returns	
6.	Electronic Refunds and Payments	17
	General Rules about Electronic Banking	
	Refund Options	
	Direct Deposit Instructions	
	Balance Due Options	
	Electronic Funds Withdrawal Instructions	
	EFW and Perfection Periods	
	E-pay Instructions for Final and Estimated Payments	
	Credit Card and Payment Voucher Instructions	
7.	Nebraska Signature Policy	22
8.	Responsibilities of Participants.....	23
	Compliance, Monitoring, and Suspension	
	Timeliness of Filing and the Filing Deadline	
	ERO Responsibility to Clients	
	Changing Tax Returns	
9.	Department of Revenue Contacts	24
	Nebraska Contacts	
	Using the Nebraska Website	
10.	Important MeF Concepts and E-File Terms	25
	Electronic Filer Checklist — Did you Remember To?	28

Nebraska E-file Electronic Filing Calendar

For Tax Period January 1, 2014, through December 31, 2014

Begin Software Developer Testing(Same as Internal Revenue Service)

- Nebraska software developers must be approved by the Internal Revenue Service (IRS) before final approval with the state.
- Transmitter Trading Partners must be accepted by the IRS prior to accessing the IRS Acknowledgment System.
- **EROs are not required to file an application or perform state acceptance testing.**

Begin Transmitting MeF Returns to IRS/Nebraska Department of Revenue (To Be Determined by IRS)

Last Date for Timely Filed Returns April 15, 2015

Last Retransmission of Rejected Timely Filed Returns(To Be Determined by IRS)

Last Date for Returns Filed Under Extension October 15, 2015

Last Retransmission of Rejected Returns Filed Under Extension(To Be Determined by IRS)

NOTE: These dates may be subject to change at any time.

Chapter 1

Overview

Nebraska taxpayers have two e-filing options. The Modernized E-file program allows the taxpayer to file federal and state returns at the same time. NebFile for Individuals is a free web-based filing program developed by the Department. The IRS has not announced a starting date for Federal/State Modernized E-file (MeF) as of yet, however Nebraska plans to open on the same day as the IRS. The Department's NebFile program will begin accepting electronically transmitted, tax year 2014 returns at approximately the same time the Federal/State program opens. Paid tax preparers may also use NebFile for Individuals to file their clients' returns.

Most Nebraska taxpayers can file using the Modernized e-file program. Nebraska does not accept fiscal year-end tax returns filed using MeF. NebFile is for Nebraska resident taxpayers filing calendar year end returns. Also, taxpayers claiming certain credits or deductions may not use NebFile. See our [website](#) for additional information about NebFile.

Modernized e-File (MeF)

MeF is a web-based system that provides for Federal/State electronic filing of individual income tax returns through the Internet using Extensible Markup Language (XML) formats. XML is an industry standard for storing and transmitting data. The MeF platform provides several benefits to e-file. These include:

- Support for e-filing of a variety of Nebraska income tax forms.
- Detailed error condition reporting through the acknowledgment process. These will be communicated through the use of reject codes provided in acknowledgments.
- The Department will issue acknowledgments within 48 hours of receipt of your return.
- Standardization between the IRS and states, and among states, resulting from the adoption of XML formats. XML is widely accepted and has been further standardized through the efforts of the IRS, the states (through the Federation of Tax Administrators), and the software industry.

Changes for Tax Year 2014

- [2014 Legislative Changes](#)

Required Forms and Documentation

Not all software supports all Nebraska forms and schedules. If a required form or schedule cannot be e-filed include it as a binary attachment (PDF) if your software supports binary attachments. If the binary PDF attachment is not an available option, the Department may request the documentation from the taxpayer after the return is received. Tax preparers are encouraged to provide their clients with copies of all documents that could not be e-filed or attached to the return. Ask the client to keep the supporting documents and only mail them to the Department if they receive a written request from the Department. Ask your software provider to confirm whether or not it supports all lines in the Nebraska return.

(**Note:** Currently, the Department does not support e-file of fiscal year returns and amended returns. In future years, these types of returns may be supported in e-file.)

Publications and Other E-file Information

This document, **Publication 1345N-MeF Nebraska Handbook for Electronic Filers of Individual Income Tax Returns**, provides e-file information specific to the Department. This handbook highlights the special features for Nebraska, and should be used in conjunction with IRS e-file publications. All rules, regulations, and requirements governing tax preparers, transmitters, and originators of returns put forth by the IRS are in effect for the Department. Detailed instructions on hardware, transmission procedures, policies, etc. provided by the IRS also apply to the Nebraska program.

Visit revenue.nebraska.gov for the latest news about the Department's electronic filing and payment programs and to download state forms, tables, and publications.



Information on the Department's website may change periodically. Sign up for a [FREE subscription service](#) to get updates on your topics of interest.

Preventing Errors on the State Return

Although the error rate on e-filed returns is very low, occasionally an error does occur. **Any error requiring human intervention will delay the processing of your client's return. Certain correctable errors may cause a return to be rejected.** Here are some tips to avoid errors.

- Ensure that ERO and paid tax preparer information such as PTIN, firm EIN, name, and telephone number have been correctly entered on the state return.
- Know whether your software supports a particular form or form line before preparing a return that requires it. Remember to scan and attach PDFs, when needed to complete the return. If documentation cannot be included in the e-filed return, be sure to provide the taxpayer a copy that can be sent to the Department upon request.
- The seven-digit High School District Code is required for resident returns and partial-year resident returns when the taxpayer resides in the state as of December 31, 2014. Errors or omission of the High School District Code will result in your return being rejected.
- Make sure the schedules and worksheets are prepared correctly and completely.
- Please load updates provided by your software company as soon as possible.
- Active duty military service members who are Nebraska residents must file as Nebraska residents. Do not include Nebraska Schedule III for Nebraska residents who are active duty military.

Report all problems with your software to your software provider. As users of this software, you are in the best position to recognize software-generated errors. The Department will work with your software provider to correct these errors; however, it is your responsibility to provide error-free returns.

Please remind your clients not to mail printed copies of their e-filed tax return to the Department unless directed to do so by the Department.

Chapter 2

Application and Participation

MeF Tax Preparer Participation

E-filing for Nebraska individual income tax returns is available to all tax preparers who have been accepted by the IRS for participation in the Federal/State MeF E-file program. For Nebraska purposes, there are three basic classifications of trading partners in this program: EROs, transmitters, and software developers.

- An ERO enters tax returns on a computer using software that has been approved by both the IRS and the Department. These returns are intended for electronic transmission to the IRS. A company may be both an ERO and a transmitter, or an ERO may have an arrangement with a third-party transmitter to use their communications services. **Nebraska does not license EROs. Acceptance by the IRS is automatic acceptance for Nebraska.**
- Transmitters directly transmit electronic returns to the IRS Service Center using IRS approved software, and retrieve both federal and state acknowledgments. **Nebraska does not license or require transmitters to test with the Department. In the MeF program, returns are primarily transmitted by software developers.**
- Software developers create and market software that formats the electronic returns and allows the data to be transmitted via computers. All software developers in the Federal/State E-file program must complete testing with the IRS. Software developers for Nebraska e-file returns must also complete testing and be approved by the state.

EROs and Paid Tax Preparers

All EROs accepted in the federal program are assigned an Electronic Filing ID Number (EFIN) by the IRS. Your EFIN is also used by the Department to identify you. When returns are submitted, paid tax preparer information must also be provided, including the tax preparer's PTIN and the firm's EIN.

EROs are required to use software approved by the Department. Approved e-file software products are listed on the [Department's Tax Preparer Page](#).

- EROs must confirm that they, their software vendor, or their third-party transmitter/trading partner have the capability of transmitting Nebraska filing data together with the federal data to the appropriate IRS processing center.
- EROs must confirm that they, their software vendor, or their third-party transmitter/trading partner have the capability to download and provide both federal and state acknowledgments.

The ERO is responsible for verifying that the Nebraska return has been properly prepared, accepted by the IRS, and accepted by the Department.

Transmitters

- Transmitters must follow all IRS-required deadlines, transmitting procedures, communication requirements, and technical specifications.
- Transmitters who transmit Nebraska returns for an ERO are required to supply the ERO with the Nebraska acknowledgment in a timely manner. **Because the state acknowledgment could contain a state reject code, it is critical that the transmitter deliver the acknowledgement in a timely manner.**
- All transmitter trading partners are required to test with the IRS at the appropriate processing site. No testing is required for the state.

Chapter 3

MeF Implementation

MeF and National Standards

As a member of the Federation of Tax Administrators (FTA), the Department has contributed to the development of national standards used with this program. The FTA has been involved in setting national standards since 1989 for other electronic programs such as EFT payments, EDI (electronic data interchange), 2-D bar-coding, and now Federal/State MeF. The FTA hosts standards meetings through its Accredited Standards Committee X12 (X12 denotes business data exchange). Its Government Subcommittee's workgroup is called the Tax Implementation Group for E-Commerce Requirements Standardization (TIGERS). TIGERS was formed in October 1994 by the FTA, the states, the IRS, and business and service provider representatives. TIGERS seeks to ensure success by providing a forum for government and industry members to regularly meet together and agree upon "conventions" for the national-standard formatting of electronic data. This standardization effort makes it easier and less expensive for service providers such as software companies to provide products to their customers.

State Forms Accepted

The Department accepts returns for tax year 2012, 2013, and 2014 through the Fed/State MeF program. The Department supports e-file for forms that can be filed as part of an original, calendar-year Nebraska return. This does not mean that all software will support all Nebraska forms. The Nebraska MeF return consists of the Nebraska Form 1040N, and supporting IRS electronic forms, schedules, and other required documents.

Form Name	Form Title	Accepted Submission Method
	State Forms	
Form 33	Power of Attorney	PDF
Form 1040N	Nebraska Individual Income Tax Return	XML Only
Form 1310N	Statement of Person Claiming Refund Due to a Deceased Person	XML or PDF
Form 1310N Proof of Death or Personal Representative Documents	Death Certificate, Department of Defense Death Notification, Court Order for Court-appointed or Certified Personal Representative, Copy of Probated Will, Newspaper Obituary	PDF
Form 2210N	Individual Underpayment of Estimated Tax	XML or PDF
Form 2441N	Nebraska Child and Dependent Care Expenses	XML or PDF
Form 3800N	Nebraska Incentives Credit Computation for Tax Years After 2010	XML or PDF
Form 3800N Nebraska Advantage Act Application Part 3	(Required for Form 3800N, line 12)	PDF
Form 3800N Biodiesel Facility Credit Worksheet	(Required for Form 3800N, line 9)	PDF
Form 3800N Nebraska Advantage Rural Development Act LB 608 Credit Worksheet	(Required for Form 3800N, line 7)	PDF
Form 3800N Qualification Letters	(Required for Form 3800N, lines 6 and 11)	PDF
Form 3800N Renewable Energy Tax Credit Worksheet	(Required for Form 3800N, line 5 - part of Form 3800N schema)	PDF
Form 3800N R&D Worksheet	(Required for Form 3800N, line 13)	PDF
Form 4797N	Special Capital Gains/Extraordinary Dividend Election and Computation	XML, PDF or Mailed
Form CDN	Nebraska Community Development Assistance Act Credit Computation	XML or PDF
Schedule K-1N	Form 1120-SN Schedule K-1N, Form 1065N Schedule K-1N, and Form 1041N Schedule K-1N	XML or PDF
Form NFC	Statement of Nebraska Financial Institution Tax Credit	XML or PDF
Form NOL	Nebraska Net Operating Loss Worksheet	XML or PDF
Forms 1099-R and W-2	Annuities, Pensions, or Payments by the Railroad Retirement Board	XML or PDF

State Forms (continued)		
Form Name	Form Title	Accepted Submission Method
Schedule I	Nebraska Adjustments to Income	XML Only
Schedule II	Credit for Tax Paid to Another State for Full-Year Residents Only	XML Only
Schedule III	Computation of Nebraska Tax for Partial-Year Residents and Nonresidents Only	XML Only

Withholding Documents		
IRS Form 1099-R	(Required if showing NE income tax withholding)	XML Only
IRS Form W-2	(Required if showing NE income tax withholding)	XML Only
IRS Form W-2G	(Required if showing NE income tax withholding)	XML Only
State Form 1099-G	(Required if showing NE income tax withholding)	XML Only
State Form 1099-INT	(Required if showing NE income tax withholding)	XML or PDF
State Form 1099-MISC	(Required if showing NE income tax withholding)	XML or PDF

Check with your software provider if you have questions about which Nebraska forms they support.

Chapter 4

Contents of the Electronic Return

Contents of the MeF Electronic Return

The Nebraska MeF return consists of Form 1040N and all required forms, schedules, worksheets, and other supporting documentation. The Nebraska MeF return also contains a copy of the taxpayer's federal return. Nebraska requires that all of the federal filing be included with a state filing, including all Forms W-2 and 1099 withholding documents and other XML data in the Nebraska submission package. This data is supplied directly to Nebraska by the taxpayer and is not disclosed by the IRS.

Nebraska submissions may be transmitted independently of federal submissions. These Nebraska submissions may either be stand-alone (unlinked), or they may be linked to a federal submission that was previously transmitted. A Nebraska submission is linked to a federal submission, whether or not they are part of the same transmission, by inserting the Submission ID of the federal return in the submission manifest of the Nebraska submission.

Portions of the Non-Electronic Return

Retained by the ERO. Non-electronic portions of the Nebraska return that must be retained by the ERO for a period of three years from the due date and include the following:

- State copies of all withholding documentation showing withholding for Nebraska; and
- All federal forms and schedules and other states' returns needed to substantiate the Nebraska return. These consist of any federal forms or other states' forms normally attached to a paper Nebraska return, including Forms 4972, and 5329 when used to substantiate Form 1040N, line 16; and Form 2441 when the state Form 2441N is not used. Please refer to the [Nebraska Tax Booklet](#) instructions when determining which forms must be retained. These consist of any (non-electronic) federal or other state forms normally attached to a paper Nebraska return.

The Department may require that the ERO provide copies or originals of this documentation upon request. If an ERO ceases business operations, they still have the obligation to retain and make available the records for three years or provide all records to the Department. If the business is sold, the records must be passed on and retained by the new owners.

EROs must retain the original documents unless they are exempted when the return is prepared at a military base, Volunteer Income Tax Assistance (VITA), or Tax Counseling for the Elderly (TCE) site, or if the ERO is filing his or her own return.

If either of the two conditions above is true, the ERO has the option of either providing these documents to the taxpayer, or mailing them to the Department. **NOTE: If the site is a for-profit business also submitting returns for the general public, the three-year retention rule remains in force.**

Portions of the Non-Electronic Return (continued)

Supporting Documentation. When your software does not support a form or schedule, the required supporting documentation may be submitted as an attached PDF document when e-filing your return if your software supports these types of attachments. If the supporting documentation is not received with the return, the Department may request the required documentation during the processing of your return. Do not mail or fax documentation unless requested by the Department. Your income tax refund may be delayed if requested documentation is not received in a timely manner.

The tax preparer is required to retain the state copies of Forms W-2, W-2G, 1099-MISC and 1099-R; and all other related state documentation for a period of three years from the due date.

IRS and State Data Consistency Validations

The Department will compare certain fields on the federal return to corresponding fields on the Nebraska return. If a Nebraska return is found to be inconsistent with the federal return, a full Nebraska acknowledgment containing a Business Rule “Reject” Code will be returned to the transmitter. These fields include, but are not limited to:

IRS and State Data Consistency Validations

Nebraska Forms	Federal Forms			
	Form 1040	Form 1040A	Form 1040EZ	Schedule A
Form 1040N, line 4 Number of Federal Exemptions	Line 6d	Line 6d	Line 5, comparison based on filing status and claimed dependents.	
Form 1040N, line 5 Adjusted Gross Income	Line 37	Line 21	Line 4	
Form 1040N, line 7 Total Itemized Deductions				Line 29
Form 1040N, line 8 State and Local Income Taxes				Line 5, income tax amount only, from line 5a. Do not include sales tax from line 5b.
Form 1040N, line 98 Nebraska Schedule III, line 87b Federal EIC Claimed	Line 66a	Line 42a	Line 8a	

Chapter 5

Acknowledgments

The Nebraska acknowledgment informs the transmitter and tax preparer that a return has been accepted or rejected by the Department. If a return has been rejected, the acknowledgement will include a reject code explaining the error. Most rejected returns can be updated and resubmitted as electronic returns.

MeF Acknowledgments

The IRS will host both federal and state acknowledgments for retrieval by transmitters (single point acknowledgments). Nebraska will create the state acknowledgments, and transmit them to the IRS via web services. The Nebraska acknowledgment will be in two parts:

1. A simple “receipt” will be returned for each return submission to indicate that the submission was received apparently intact, with no communication protocol errors. The receipt will not indicate whether the return is accepted or rejected.
2. The full Nebraska acknowledgment will then indicate whether the return submission is accepted or rejected by the state. **MeF uses Business Rules to determine if the return is accepted or rejected. Nebraska Business Rules are posted on the [Department's website](#).**

Acknowledgments will normally be created and transmitted to IRS on the same day as receipt of the return submission. Both receipts and acknowledgments will be in XML format, following schemas provided by IRS.

Accepted returns may still contain errors found during processing. The taxpayer will be contacted by the Department requesting documentation when required, or will receive an explanation of the error with the reduced balance due or refund.

Information in the Full MeF Nebraska Acknowledgment

The following table describes some of the field contents of the Nebraska acknowledgment that may be useful to the ERO. How this information is displayed to the ERO is dependent on the tax preparation software that is used.

Field Name	Description	Sample Value
Submission ID	This identifies a particular return transmission.	NNNNNN20122570283548 (where NNNNN is the ERO's EFIN)
Government Code	Indicates the taxing authority that received the transmitted return.	Nebraska
Submission Type	Indicates the type of return data that was transmitted.	1040, 1120, etc.
Tax Year	The tax year of the return	2014
Electronic Postmark	The date and time that the return was received by the taxing authority.	2015-09-14T11:23:29-05:00
Acceptance Status	Indicates whether or not the return was accepted.	Accepted, Rejected
Taxpayer ID Number	The SSN or ITIN of the primary taxpayer.	n/a
IRS Received Date	The date the return was received by the IRS MeF front-end processing system.	2015-04-14
Tax Period End Date	The tax period covered by the return.	2014-12-31
Expected Refund	If the return reported a refund amount, this is provided in the acknowledgment for the ERO to confirm against the return.	
Xpath	If the acknowledgment indicates the return was rejected, this gives the transmitter the exact location of the data that caused the reject or alert.	n/a
Error Category	If the acknowledgment indicates the return was rejected, this indicates the type of error it was.	Math Error, Data Mismatch, etc.
Error Message	If the acknowledgment indicates the return was rejected, this describes the error.	Total itemized deductions on the Nebraska return must match Total Itemized Deductions from federal Schedule A.
Rule Number	If the acknowledgment indicates the return was rejected, this indicates a code that the transmitter uses to communicate the error message to the ERO.	F1040N-0038
Severity	If the acknowledgment indicates the return was rejected, this indicates "Rejected."	Reject
Data Value	If the acknowledgment indicates the return was rejected, this shows the contents of the data that is in error.	n/a

Unlinked Transmissions

EROs and transmitters typically send both federal and state returns at the same time; however, if the software supports it, it is possible to send state returns without a federal return attached. Be sure to check with your software provider to see if they support this option. **Nebraska accepts Unlinked returns, and encourages EROs to take advantage of this option to re-transmit state returns that have been rejected, to transmit state returns for taxpayers paying taxes in more than one state, or in any other situations where a Nebraska return can be filed by itself.** Amended returns must be filed on paper.

Missing Acknowledgments

Acknowledgments are consistently created for all Nebraska returns downloaded from the IRS, and then transmitted to the IRS for delivery to the transmitter trading partner's mailbox.

- **EROs** using a third party transmitter. If you have not been provided a Nebraska acknowledgment within one day of receipt of your federal acknowledgment (when state and federal were transmitted together), **report this to your transmitter trading partner.**
- **Transmitters** experiencing problems related to IRS connections, should contact your IRS representative. When calling, have your ETIN available.

Conversions to Paper Returns

It is best to re-submit a rejected return as an unlinked transmission, rather than filing it on paper.

If your software does not support re-transmission of a rejected state return, the procedure for conversion to paper is as follows:

1. Correct all errors on the return;
2. Print a copy of the electronic return from your software (or prepare one by hand) and have the taxpayer sign it;
3. Attach income tax withholding documents, all additional state and federal forms, schedules, and any other documentation needed to substantiate the state return; and
4. Mail it to –
Nebraska Department of Revenue
c/o Processing Resolution
PO Box 98903
Lincoln, NE 68509-8903.

Repeated errors that generate rejects or require conversion of state returns to paper usually indicate a software problem that the ERO must resolve with their software developer. It is the responsibility of the ERO to originate error-free returns.

Chapter 6

Electronic Refunds and Payments

General Rules Regarding Electronic Banking

Electronic banking refers to refunds deposited by direct deposit, balance dues and estimated payments sent by electronic funds withdrawal (EFW), or payments made through the Department's e-pay system. Rules and procedures for these electronic banking options and for credit card payments are covered below. Invalid or missing banking information will typically result in the return being rejected. To assure that the direct deposit or electronic payment works correctly, please follow these rules:

- Include valid information within the Nebraska electronic return including, taxpayer bank routing transit number, account number, type of account, (and debit date and debit amount if EFW is used). Confirm this with the taxpayer.
- Do not change or close bank accounts between the time a taxpayer files their tax return and the date their electronic banking request is processed.
- Before authorizing a direct deposit or EFW, the ERO should confirm that the taxpayer's financial institution is able to process ACH (Automated Clearing House) transactions.
- The Department will not process banking requests when the Form 1040N International ACH Transaction (IAT) checkbox is checked. The ERO is required to ask the taxpayer if the banking institution that has been designated is located outside of the U.S. Refunds that are requested to be paid by direct deposit and whose ultimate destination is to a bank outside of the U.S. will be converted to a paper check and mailed to the address on record. EFWs that request a debit from a bank located outside of the U.S. will be cancelled, and taxpayers will be notified that they must make their payment using another method.

EROs must stress to their clients the importance of supplying correct, up-to-date banking information. Information submitted in the state return cannot be changed once a return has been received by the Department.

Errors that will cause the return to be rejected include:

- The indicated Bank Routing Transit Number (RTN) is invalid;
- The bank account number is missing or invalid;
- A requested payment date is invalid, missing, or more than 14 days in the past; or
- A requested payment amount is more than 15% above the amount owed.

The Nebraska acknowledgment **does** indicate whether a direct deposit, EFW, or a refund check **was requested** on the state electronic return.

Refund Options

Taxpayers can expect to receive their refund check within approximately seven to 21 days from receipt of the acknowledgment **if the tax return includes all supporting documentation and is e-filed without errors.**

Taxpayers may elect to have their refund credited in one of the following ways:

- Direct deposited electronically into their financial institution account;
- Applied as an estimated payment to next year's tax liability;
- Have all or a portion of the overpayment donated to the Wildlife Conservation Fund; or
- Sent as a paper refund check.

Direct Deposit Instructions

State refunds by direct deposit are electronically transferred to **a single** financial institution account as indicated on the e-filed state record. The financial institution accounts into which the Nebraska refund and the IRS refund are deposited may be different.

When the return contains errors, the Department may convert the refund to a paper check.

The Department neither supports nor prohibits Refund Anticipation Loans (RALs). The State of Nebraska is not liable for any loss suffered by any party as a result of the Department's denial of all or a portion of a refund claim request.

Balance Due Options

If the taxpayer has a balance due return or owes estimated income tax, they may elect to remit their tax in one of the following ways:

- Request through the electronic return that funds be debited electronically from their financial institution account (EFW);
- Initiate a payment on the Department's website using the [e-pay system](#). There are many benefits to using this system to arrange electronic payments. Check the Department's website for details;
- Initiate a payment by credit card through [Official Payments](#); or
- Mail in a check or money order attached to a Nebraska 1040N-V Payment Voucher.

If your client is unable to pay their full amount of tax due, they may be eligible for the [Department's Payment Plan program](#).

Electronic Funds Withdrawal Instructions and Estimated Payments

Procedures and rules for EFW include:

- For Nebraska returns, EFW is available for both the IRS Federal/State E-file Program and the NebFile program. Estimated payments can only be scheduled through EFW with the Federal/State E-file Program, and only if your software supports this option.
- The date you want the payment withdrawn from the account (debit date) can be any date from the date the return is filed, to **April 15, 2015**. A debit date specified for April 15, 2015 will be considered timely, provided the return is filed on or before **April 15, 2015**. Penalty and interest will be assessed for late payments, so allow adequate time to have the payment debited.
- You must indicate the amount to be withdrawn from the taxpayer's financial institution. The debit amount can be up to 15% more or less than the amount owed; however, if it is less, the taxpayer will be billed for any tax still owed, and if it is after the due date, penalty and interest will be applied. Any amount of \$2 or more paid over the amount due will be refunded.
- It can take the Department up to three days from the date the federal return is transmitted to complete the debit. Timeliness is based on the specified debit date, not on when the funds settle. Accepted returns filed on the due date with the debit date set to the due date will be considered timely.
- If the return is transmitted after the due date, the financial institution account will be debited on the next business day following receipt of the return by the Department. Accounts will **not** be debited prior to the requested debit date.
- EFWs can be cancelled any time up to two days prior to the debit date. To cancel an EFW, the taxpayer, or their authorized Power of Attorney, must call Taxpayer Assistance at 800-742-7474 (NE and IA), or 402-471-5729. Proof of identity must be provided before an EFW can be cancelled.
- It is possible that your client's return could have calculation errors that would change a balance due return into a refund return. **If your clients receive a refund from the Department due to calculation errors, be sure to have them cancel their EFW.**

EFW and Perfection Periods

Federal and state perfection periods for your tax return do not apply to tax payments. If your federal or state return is rejected on or near the due date, it is recommended that the state EFW payment not be retransmitted with the state return. The balance due can be paid through the Department's e-pay program, or by credit card, check, or money order.

If you have questions on how the EFW payment option works or problems with your payment, contact Taxpayer Assistance at 800-742-7474 (NE and IA), or 402-471-5729.

E-pay System Instructions for Final and Estimated Income Tax Payments

An alternative to EFW is to use the e-pay system to remit your client's tax payments. A benefit of using the [e-pay system](#) is that it allows for multiple payments from multiple accounts, and provides a confirmation that the payment was scheduled. Like EFW, it also allows you to schedule estimated payments for your clients. Here are some basic instructions for using e-pay.

- You must provide a valid email address to use the e-pay system. The confirmation number will be emailed to this address after completion of the payment.
- You can make a payment at any time; however, a payment must be initiated prior to 5:00 p.m. Central Standard Time on the due date to ensure it is timely (a scheduled payment date of the next business day is considered timely).
- Contact information is needed to match the payment to the tax return (professional tax preparers may substitute their email address for the taxpayer's email address).
- On the Review Payment page, review and make corrections if necessary. When finished, click on the box accepting the "Terms and Conditions," and then click on "Confirm."
- Once the payment details have been entered, the final page is the Payment Confirmation page. Although the e-pay system will send you (or your client) an email confirmation, it is always best to either print this page or record the confirmation number shown. This is the receipt of payment. **If you do not receive a confirmation number on the final page, the payment has not been completed.**
- When making estimated payments, first time users must first click on "Register" and then complete the registration by entering the SSN, password, and other contact information. Be sure to use the primary SSN you will report on the Nebraska individual income tax return. The system provides a page to enter the payment amounts, and scheduled payment dates. Each payment must be scheduled separately; however, users only have to register once.

Credit Card and Payment Voucher Instructions

Procedures and rules for making tax payments by credit card include:

- Credit cards can be used for both final and estimated payments for all income tax filers regardless of the method used to file their return. Paper filers can also use credit cards to pay their liability.
- Payments are currently originated through [Official Payments](#). **The Department may approve other payment origination vendors subsequent to the release of this publication. See the [Department's website](#) for updates.**
- Credit cards supported include VISA, MasterCard, Discover, and American Express. Official Payments will charge a convenience fee of 2.49% (minimum of \$1) of the payment amount. Users are told of the fee amount when making the transaction, and they have the option of cancelling the transaction. This fee is paid to the credit card vendor and will appear on the taxpayer's credit card statement separately from the tax payment. Only the tax amount is paid to the state.

Credit Card and Payment Voucher Instructions (continued)

- Payments can be made by credit card over the Internet or by phone. If you choose to use Official Payments, go directly to officialpayments.com or call **1-800-272-9829** and enter 3700 as the Nebraska Jurisdiction Code.
- The payment will be effective on the date the transaction is completed with the credit card vendor.
- A confirmation number is given at the completion of the transaction.
- Payments must be made on or before the due date of **April 15, 2015**, to avoid penalty and interest.
- If your client pays by credit card, and later cancels the payment, he/she could be assessed penalty and interest for nonpayment or late payment.
- Any amount paid that is \$2 or more over the amount due will be refunded.
- No credit card information is sent with the return. This transaction is strictly between Official Payments and the taxpayer, or the taxpayer's representative. Any disputes specific to the card payment are strictly between the credit card vendor and the taxpayer.

Procedures and rules for mailing in tax payments using the Payment Voucher, Form 1040N-V:

Taxpayers who e-file may remit their tax liability by check or money order using a Form 1040N-V.

An ERO who files a balance due electronic return for a client taxpayer **must** provide the taxpayer with the Nebraska Form 1040N-V **unless payment is made by e-pay, EFW, or credit card**. EROs must inform their taxpayer clients of the procedures to follow for payment of Nebraska balance due returns, and that the full amount due must be paid by **April 15, 2015** to avoid penalty and interest. [Form 2210N, Penalty for Underpayment of Estimated Tax](#), may still apply. Please consider the following when remitting your client's balance due:

- Income tax not paid by **April 15, 2015** will incur penalty and interest, regardless of payment method.
- A Nebraska Balance Due Notice will not be issued until after the due date, unless a payment has been made and is less than the tax amount owed, or the electronic return incorrectly indicates a refund when the Department calculates a balance due.
- Be sure all parts of Form 1040N-V are complete, including names, address, and Social Security numbers.

PLEASE REMIND YOUR CLIENTS:

- **Use Form 1040N-V for remittance of a balance due with e-filed returns only.**
- **When mailing Form 1040N-V, do not include a photocopy of the tax return.**

Chapter 7

Nebraska Signature Policy

For Nebraska, the act of e-filing is the taxpayer's signature. All software should display the following statement prior to the return being submitted:

The act of e-filing a return is your signature. By e-filing the return, taxpayers, and their tax preparer, if applicable, are declaring under penalties of perjury, that they have examined the electronic return, and to the best of their knowledge and belief, it is true, correct, and complete.

Returns filed through the Department's Internet-based NebFile program will require a state-assigned PIN. The taxpayer's state-assigned PIN is provided through an online lookup service within the NebFile system. If the taxpayer is a first-time filer with the Department, a PIN is assigned to the taxpayer by the NebFile system during the log-in after the filer provides registration information. EROs may consider using the NebFile system to file their clients' state returns.

Chapter 8

Responsibilities of Participants

E-filers (transmitters and EROs) must abide by the terms established in this handbook and must maintain a high degree of integrity, compliance, and accuracy to continue to participate in the Nebraska portion of the Federal/State MeF program. They must also abide by all of the following requirements.

Compliance, Monitoring, and Suspension

All electronic filers must comply with the requirements and specifications set forth in IRS publications and in this handbook. All tax information must be kept confidential. The Department may monitor an ERO for conformity with this publication. The Department can immediately suspend, without notice, an ERO from the e-file program. If the IRS suspends an ERO, they are automatically suspended from the Nebraska e-file program as well. Monitoring will include random sampling of all associated documentation for compliance.

Timeliness of Filing

Transmitters must ensure that electronic returns are filed in a timely manner. The Department does not consider all returns timely that are filed within the perfection period. Only the resubmitted returns are considered timely. **Transmitters must provide the Nebraska acknowledgment to the ERO in a timely manner.** The state acknowledgment should be received by the ERO before considering the state return received.

Amending Tax Returns

If the ERO or taxpayer wishes to make any changes after the return has been acknowledged as accepted by the state, a paper amended return, Nebraska Form 1040XN, must be filed. **Currently, amended returns cannot be submitted electronically.** Nebraska amended returns must be mailed to the following address:

Nebraska Department of Revenue
PO Box 98911
Lincoln, Nebraska 68509-8911.

Chapter 9

Department Contacts

Nebraska Contacts

Electronic Filing Coordination

402-471-5649

General Contact

State Record Layouts & Software Guidelines

Electronic Return Error Resolution

Direct Deposit / Electronic Funds Withdrawal Error Resolution

Software Developer Approval

Nebraska Taxpayer Assistance

If calling from Nebraska or Iowa

800-742-7474

If calling from outside of Nebraska or Iowa

402-471-5729

Nebraska Department of Revenue Website

revenue.nebraska.gov

Using the Department's Website

If you are an ERO, go to the [Department's website](#), and click on “[Tax Preparers](#)” to find information about the e-file program, and to download or read useful forms, files, and publications.

Also, from the Department's website, software developers can click on “[Software Developers](#)” to download necessary files and publications, including [Form 1040N-V](#), [Software Developer Handbooks](#), and [Nebraska MeF Business Rules](#).



Information on the Department's website may change periodically. Sign up for a [FREE subscription service](#) to get updates on your topics of interest.

Chapter 10

Important MeF Concepts and E-File Terms

Acceptance or Assurance Testing (ATS). ATS is a testing process for software developers and transmitters who participate in IRS and Federal/State MeF e-file programs. This testing establishes that MeF software products and transmission capabilities comply with IRS and state requirements prior to live processing.

Acknowledgment (ACK). An ACK report identifies the returns in each transmission that are accepted or rejected for specific reasons.

Authorized IRS e-file Provider (Provider). A provider is an IRS-defined term for a firm accepted to participate in IRS e-file.

Automated Clearing House (ACH). ACH is a system that administers electronic funds transfers (EFTs) among participating financial institutions, such as direct deposit or electronic funds withdrawal.

Depositor Account Number (DAN). A DAN is a financial institution account to which a direct deposit refund is routed.

Direct Deposit. A direct deposit is an electronic transfer of a state or federal refund into a taxpayer's financial institution account.

Electronic Filing Identification Number (EFIN). The EFIN is an identification number assigned by the IRS to accepted applicants for participation in IRS e-file.

Electronic Funds Transfer (EFT). EFT is the process of transmitting refunds and payments electronically.

Electronic Funds Withdrawal (EFW). EFW is a payment method which allows taxpayers to authorize the electronic withdrawal of funds from their checking or savings account.

Electronic Postmark. The electronic postmark is the date and time the transmitter first receives the electronic return on the host computer in the transmitter's time zone.

Electronic Return Originator (ERO). An ERO "originates" the electronic submission of returns collected from taxpayers wishing to have their returns e-filed.

- An ERO may forward on return information to an intermediate service provider or to a transmitter for the purpose of having an electronic return correctly formatted or transmitted to the IRS and state.
- An ERO who collects return information from a taxpayer becomes the paid tax preparer of the return when they discover errors that require substantive changes and then makes those changes in the tax software. The IRS defines a non-substantive change as a correction limited to a transposition error, misplaced entry, spelling error, or arithmetic correction. All other changes are considered substantive and in these cases, the ERO may be required to sign the tax return as the paid tax preparer.

Electronic Transmitter Identification Number (ETIN). The ETIN is an identification number assigned by the IRS to an entity that does transmission and/or software development for e-filed returns.

Important MeF Concepts and E-File Terms

(continued)

Individual Taxpayer Identification Number (ITIN). The ITIN is an IRS-assigned tax processing number for certain nonresident and resident aliens, their spouses, and their dependents. The ITIN is only available from the IRS for those individuals who cannot obtain Social Security numbers (SSNs).

Intermediate Service Provider (ISP). An ISP is an authorized IRS e-file participant who receives electronic tax return information from an ERO, or a taxpayer who filed using a personal computer and commercial tax preparation software, who processes this electronic tax return information and either forwards the information to a transmitter, or sends the information back to the ERO or taxpayer.

Internet Protocol (IP) Information. IP information includes the IP address, date, time, and time zone of the origination of a tax return filed through online filing via the Internet. The IRS and the Department both require software developers who provide online filing via the Internet to capture the IP information. This provides the location of the return's originator with the individual's electronic return.

Linked and Unlinked State Returns. A state return can be linked to an IRS return by including the submission ID of the federal return in the state return manifest.

1. If the state return is linked to an IRS submission (also referred to as a Fed/State return), the IRS will check to see if there is an accepted IRS return under that submission ID.
 - a. If there is not an accepted federal return under that submission ID, the IRS will reject the state submission and an ACK will be sent to the transmitter. The state has no knowledge that the state return was rejected by the IRS. **Note: If you link a state submission to an IRS submission, send in the IRS submission first, and after it has been accepted, send in the state submission.**
 - b. If there is an accepted federal return under that submission ID, then the IRS will do minimal validation on the state return. The IRS will then forward on what the ERO (or taxpayer) sends in the state submission.
2. If the ERO does not link the state return to a previously-accepted federal return (also referred to as state stand-alone return), then the IRS will perform minimal validation including verification that the state allows state returns, and then will forward on to the state the entire submission.

Modernized e-File (MeF). In 2001, the IRS embarked on an e-file project for Forms 1120/1120S. That project is now known as MeF. This program has since been expanded to include Forms 1040 and 1041. MeF utilizes a new architecture for processing returns and will accept and validate tax returns in extensible markup language (XML) format. Eventually, all IRS e-file programs will use the MeF system to receive and process e-filed returns.

Important MeF Concepts and E-File Terms

(continued)

Perfection Period. Both the IRS and the Department support a 10-day perfection period for tax returns (not payments) filed on the due date. For Nebraska, when a transmitted electronic return is rejected, there is a 10-day transmission perfection period to perfect that return for electronic re-transmission and still have it postmarked as the date it was originally received by the Department. Perfection of the return for electronic re-transmission generally means that the original return contained errors that caused the return to be rejected.

- When a previously-rejected Nebraska electronic return is accepted by the Department within the 10-day transmission perfection period, the Department uses the received date on the earliest reject as the received date for the accepted return.
- The following transmission dates apply:
 - April 22, 2015 - Last day for retransmitting rejected timely filed Form 1040N.
 - October 22, 2015 - Last day for retransmitting rejected timely filed 1040N on extension from Form 4868N or Federal Form 4868.
- If the taxpayer chooses not to have the electronic portion of the return corrected and re-transmitted; or sufficient time does not exist to re-transmit the Nebraska return before the close of the Federal/State e-file system; or if the electronic portion of the return cannot be accepted for processing by the Department, the taxpayer must file a paper return. To be considered timely filed, the paper return must be postmarked by the later of the due date of the return (including extensions) or 10 calendar days after the date the Department gives notification (by way of a Nebraska ACK) that the return is rejected.

Practitioner PIN Method. The practitioner PIN method is an electronic signature option for federal taxpayers who use an ERO to e-file. The practitioner PIN method allows taxpayers to authorize the ERO to enter or generate their PIN.

Preparer's Tax ID Number (PTIN). The PTIN is an IRS-assigned ID number issued to paid tax preparers.

Refund Anticipation Loan (RAL). A RAL is a loan provided by a third party against a taxpayer's expected refund.

Self-Select PIN Method. The self-select PIN method is an electronic signature option for taxpayers who e-file their federal return using either a personal computer or an ERO. This method requires taxpayers to create a five-digit PIN to use as their signature on the e-filed return and to submit authentication information to the IRS with the e-filed return.

Nebraska E-File Checklist

Did You Remember to Do the Following?

- ☐ Verify that SSNs, High School District Code, names, and addresses are correctly entered.
- ☐ Retain all copies of federal and state forms, withholding, and other documents for a period of three years unless otherwise instructed to mail in to the Department.
- ☐ Verify the accuracy of routing transit number and account number for direct deposit and electronic funds withdrawal returns.
- ☐ Verify that your EFIN, PTIN, EIN, name (or ERO company name), and telephone number have been completely and accurately entered.
- ☐ Use only whole dollar amounts in the electronic return.
- ☐ Give taxpayers the copies of all forms that apply to them. Make sure they have copies of any documentation that is not included with the e-filed return, but may be requested by the Department after filing.
- ☐ Verify receipt and results of the IRS acknowledgment.
- ☐ Verify receipt and results of the Nebraska acknowledgment.

revenue.nebraska.gov, 800-742-7474 (NE and IA), 402-471-5729